

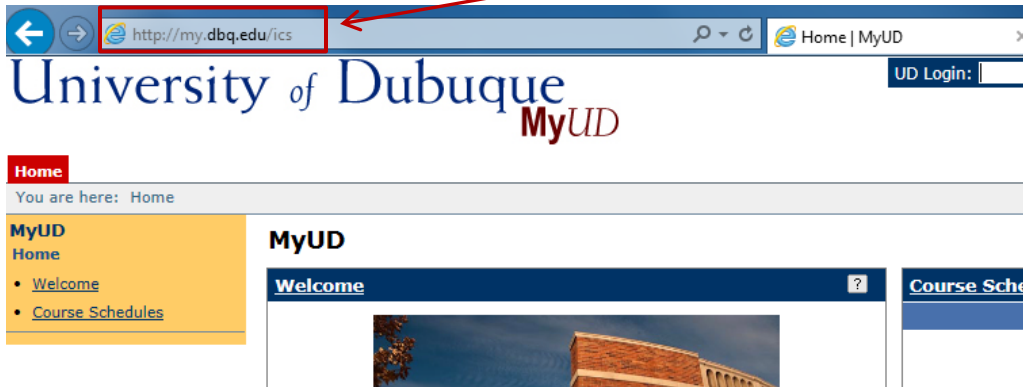
UNIVERSITY of DUBUQUE

Registrar's Office

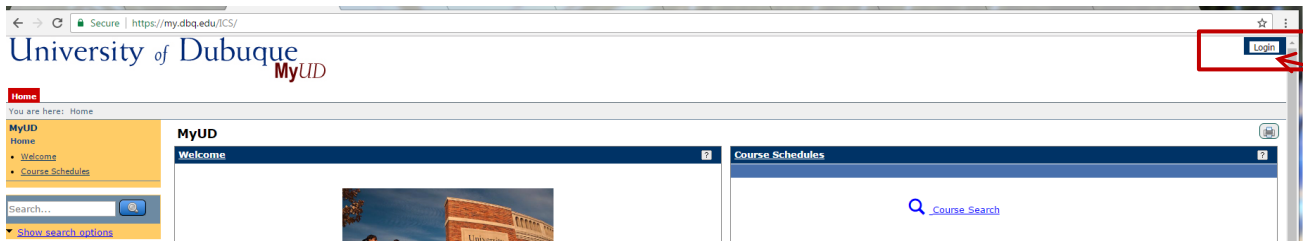
Seminary Online Registration

1. Accessing MyUD:

- To access the MyUD login screen, type "my.dbq.edu" in your web browser navigation bar. (We encourage you to use Mozilla Firefox or Google Chrome.)



- Once you reach the login screen, you can review additional instruction links, or you can login at the upper-right corner of the screen. The **UD Login** is your Network User Login (your first name initial and your last name). The **Password** is your UD Network password.



- If you are unsure of your Network login information, you can contact Nicky Story @ nstory@dbq.edu or call the HelpDesk at 589-3737.
- Please note: the "Back" button of your web browser will not work in MyUD. Always use the path links at the top of the page.**



2. Online Registration:

- Students can access Online Registration in the **Course Schedules** portlet after logging in (see below). Click on the link **Add/Drop Courses** to proceed:

University of Dubuque MyUD

Home Resources Students My Pages

You are here: Home

MyUD Home

- Welcome
- Course Schedules

Search...

Show search options

Quick Links

My Pages

- Academic Calendar
- Campus Directory
- Charles C. Myers Library
- Email
- Parking Permits
- UD Home Page
- UD Office Hours and Meeting

MyUD

Welcome

Instructions:
Enter your network username and password in the login boxes above.
If you have forgotten your login information, contact the Helpdesk at ext. 3737, or by email.

Course Schedules

Add/Drop

Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Current Term: Spring 2017
Add Period Closed / Drop Period Closed

[Add/Drop Courses](#) [Course Search](#)

- This Add/Drop Courses link will take you to the **Add/Drop Courses** portlet (see below):

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Course Schedules **Add/Drop Courses**

Add/Drop > Add/Drop Courses

Add/Drop

Term: Spring 2017

The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Click here to get a listing of terms.

- You must select the correct year and term combination.** Once you have selected the correct term, you can find courses by utilizing the second tab titled **Course Search**. **Leave the values blank**, that way you can see a list of all



courses offered for a particular term, look for the courses beginning with CLP in the course name.

MyUD
Course Schedules - Add/Drop Courses

[Add/Drop](#) > Add/Drop Courses

Add/Drop

Term: Spring 2022 – Session II Online
Add Period Open / Drop Period Open

Add by Course Code **Course Search**

Title: Begins With []
Course Code: Begins With []
Term: Spring 2022 – Session II Online []
Department: All []
Division: All []

[More Search Options](#)

- To add a course, check the add box next to the appropriate course(s) and press the **Add Courses** button.

Home | MyUD

Welcome back **Joseph A. Spartan** ([Personal Info](#) | [Logout](#))

University of Dubuque
MyUD

Home Students My Pages

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Quick Links

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MyUD [Printer Friendly](#)

Course Schedules - Results

[Add/Drop](#) > > [Add/Drop Courses](#) > Results

Search Results

[Search Again](#) Term: Spring 2022 - UDTS Session II Division: All Search Other previously selected search criteria still apply.

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	End Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	D MN 101 01	Found Christn W	Instructor	1/1	O	M 8:00 AM-8:55 AM; UD	8/25/17

- After pressing the Add Courses button, you will see the following confirmation message:

Messages

D MN 101 01 - Successfully added to registration record.

- Scrolling to the bottom of this same page will show you a full listing of all courses registered for the selected term. This is also where you will be able to drop a class if needed (see below). You follow the same procedure to drop a class as you did to add the course – check the drop box and press the **Drop Selected Courses** button.

Add by Course Code | Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code: Course Code:

1. 2.

3. 4.

5. 6.

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits
<input checked="" type="checkbox"/>	D MN 101 01	Found Christn W	M 8:00 - 8:55 AM	UD	3.00

- You will see another confirmation message after dropping a course:

Add/Drop

Term: Spring 2022 - UDTS Session II Division: All

Add Period Open / Drop Period Open

You are currently registered for **0 credits**.

Messages

D MN 101 01 - Successfully dropped from registration record.

| Course Search

- After you have finished adding and/or dropping courses, you can print out your schedule by using the **Student Schedule** option on the left side of the screen.

University of Dubuque MyUD

Home Resources Students My Pages

You are here: Students > Home

Students

- Home
- Notes from the Registrar's Office
- Academic Information
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- Announcements
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- Clearinghouse Self Service Access
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- Financial Aid
- Advising
- Vehicle and Housing

Students

Student Schedule - Schedule Details

Student Schedule > Student Schedule > Schedule Details

Course Schedule for Jane A. Spartan

Term Data is only available for current or pre-registered courses.

Term: Spring 2017 - Spring Second Session Division: All Divis

Textbooks	Course	Title	Credits	Status	Grading Type	Faculty	Meets	Dates	Room
<input type="checkbox"/>	D BAC 241 62	PrincFinanAcct	3.00	Current	LG	Jamieson, Mrs. Janet	Online Course	3/20/2017 - 5/10/2017	ONLINE //


- You can access a printable version of your schedule by scrolling down to the bottom of the student schedule portlet and selecting the link titled **Printable Schedule**.

Students - Home | MyLO

Quick Links

My Pages

Textbooks	Course	Title	Credits	Grading Type	Faculty	Meets	Dates
	D FE 605 01	ChrstnWtnChgCul	1.00	PF	Murry, Harold	M	
	D FE 670 01	SupvPracMinistr	1.00	PF	Murry, Harold		
	D IN 784 01	MissnlChristnty	2.00	LG	Lewis, Bonnie Sue	R	3:10 PM - 5:00
	D MN 538 01	Pln/LdShTermTri	2.00	PF	McCaw, Beth	M	1:30 PM - 3:20
	D MN 799 06	OrgPerfor/Worsh	1.00	PF	Barland, Charles		
	D MN 799 07	LdgShTermMiss	1.00	PF	McCaw, Beth		
	D TSR 798 01	MAMC Proj:Wrtng	3.00	PF	Benckhuysen, Amanda		

[Printable Schedule](#) 

- If you have any additional questions, please contact Nicky Story at 563-589-3647 or nstory@dbq.edu or Amanda Yarolim at 563-589-3478 or ayarolim@dbq.edu.